



City of Kootenai
**COUNCIL MEETING
MINUTES**

DATE: December 6, 2022

TIME: 6:30 p.m.

Mayor Lewis brought the meeting to order at 6:30 p.m.
Deputy City Clerk opened the telephonic/video line for phone and/or video attendance.

Roll Call: Councilwoman Mjelde – HERE, Councilman Sundquist – PRESENT, and Councilman Rafferty – HERE, Councilman Schock – HERE

Staff Present: Deputy City Clerk, Manda Corbett, and City Engineer, Ryan Luttmann.

Announcements – None were proposed

Others Present: Benjamin Allen, City Attorney, Tessa Vogel, Speaking for City Planner, and Julie Washburn.

Public Comment – No public comments made.

1. Consent Agenda:

Mayor Lewis asked Council for a motion to approve the Consent Agenda.

Councilman Rafferty moved to approve the Consent Agenda, 2nd by Councilwoman Mjelde; roll call vote:

**Councilman Sundquist – AYE
Councilman Rafferty – AYE**

**Councilwoman Mjelde – AYE
Councilman Schock – AYE**

2. Reports:

2.A Mayor: Nothing to report or comment on.

2.B. City Engineer:

Written Report Summary – Attached – Specific topics where discussed:

2.B1 Children Ped Safety Grant Amendment #5 for Engineering Consulting Services –

Ryan stated the survey information is still in progress and should be completed for next month to review, mentioned a workshop could be necessary.

2.C. City Planner: Written Report Summary – Attached – Specific topics were discussed:

2.C1 – Building Permit Activity ADVISORY – Tessa said a special use permit and public hearing were not required, but a building permit and a zoning/engineering review for parking, access, stormwater, and driveway standards has been completed.

2.C2 – Land Use Application Activity – ADVISORY – Tessa said the total building permit applications for the year is 15.

2.C3 – File CUP0016-22, Conditional Use Permit ADVISORY/ACTION – Tessa presented and read the comprehensive plan for a request by the Sandpoint Waldorf School for a new private school and public utility facility within the city of Kootenai on 4 parcels totaling 30 acres. Tessa said the wetlands are of no concern for this project. She said the only public concern was the student population would impact N. Kootenai Rd. and transportation. Tessa said they are planning for 180-200 students. Mayor Lewis stated that there will need to be more busses to transport school kids. Councilman Sundquist said he is happy to hear a high-end school is coming to the City of Kootenai. He stated his concerns of the large gravel pit close by the location of the proposed school, said we should get Peak Gravel involved as soon as possible so they are aware of the changes coming that will change how they do business: truck conflict with kids walking or riding bikes, more vehicle traffic. He also said he is concerned for children walking where there are no shoulders and sidewalks. He suggested a traffic light be put in at 200 and North Bay Rd. Councilwoman Mjelde stated her concern that N. Kootenai Rd. is already the worst Rd. to get onto the highway, she sees more traffic going to be an issue, suggested we ask the County to put in a bike path. Councilman Schock said he would like to also get Peak Gravel involved; he said put it in writing. Council all agreed that a comment should be submitted to Bonner County in regard to CUP0016—22.

2.C4 – Bonner County – AM0012- ADVISORY/ACTION - Action declined, updates to the comprehensive plan have no effect on the City of Kootenai.

2.C5 – Bonner County – AM0015- ADVISORY/ACTION - Action declined, updates to the comprehensive plan have no effect on the City of Kootenai.

2.C6 – Bonner County – AM0017- ADVISORY/ACTION - Action declined, updates to the comprehensive plan have no effect on the City of Kootenai.

2.C7 – Bonner County – AM0018- ADVISORY/ACTION - Action declined, updates to the comprehensive plan have no effect on the City of Kootenai.

2.D City of Sandpoint Law Enforcement – Written Report Summary-

Law enforcement was not present; written police report stated there were 35 total calls created for the City of Kootenai for the month of November 2022.

2.D1 Call for Service – Update –Council had no questions or comments on the report submitted by the city of Sandpoint Police Department.

2.E. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor Lewis stated she was still happy with the way SPOT is running. She stated there had been one bus accident at Schweitzer Mountain and no one was hurt. She stated that Schweitzer has taken over all drivers.

2.F. Clerk – Written Report – Mandy Stated there was no expense report at this time, but assured council the bills have been paid up to date and when the treasurer returns, she will provide an expense report.

2.G. Park Committee – NO discussion or comments made.

2.H Vegetation Management – Mandy informed council that Ronda will have more information about this to be discussed when she returns.

2.H1 Weed Abatement on undeveloped properties -No discussion

3. Discussion/Action Items

3.1 – City Personnel Policy – Councilman Sundquist made a public apology for his reactions at the previous meeting regarding the personnel policy. He stated when dealing with “policy” it is nothing personal towards any one person, it is strictly policy. Councilwoman Mjelde asked if the whole policy was being approved or just the employee reimbursement section. It was decided by Mayor and Council the whole Personnel Policy is now approved. Councilman Schock said that going forward, if any other changes need to be made to the Personnel Policy, it should be an executive meeting. Councilwoman Mjelde agreed with Councilman Schock.

Councilman Sundquist moved to approve the Personnel Policy, 2nd by Councilman Rafferty; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.2 Additional parking for staff-Update – Ryan provided a draft exhibit of potential parking expansion at City Hall. He explained that the draft design would gain 5 public parking spaces and would lose one current employee parking space. Ryan suggested moving the ADA parking sign, which would free up more space. Rayan said the gravel needed for the construction will have to wait till spring. Councilwoman Mjelde suggested we put in large, clear “one way” signs to help the traffic flow they right way. Mayor suggested “employee parking” signs. Council all agreed the draft exhibit was a good plan.

Mayor Lewis adjourned the meeting at 7:19 p.m.

Submitted by:

Manda Corbett /City Deputy Clerk

MEMO

To: Mayor Lewis and Council Members

From: Ryan Luttmann, P.E., Contract City Engineer

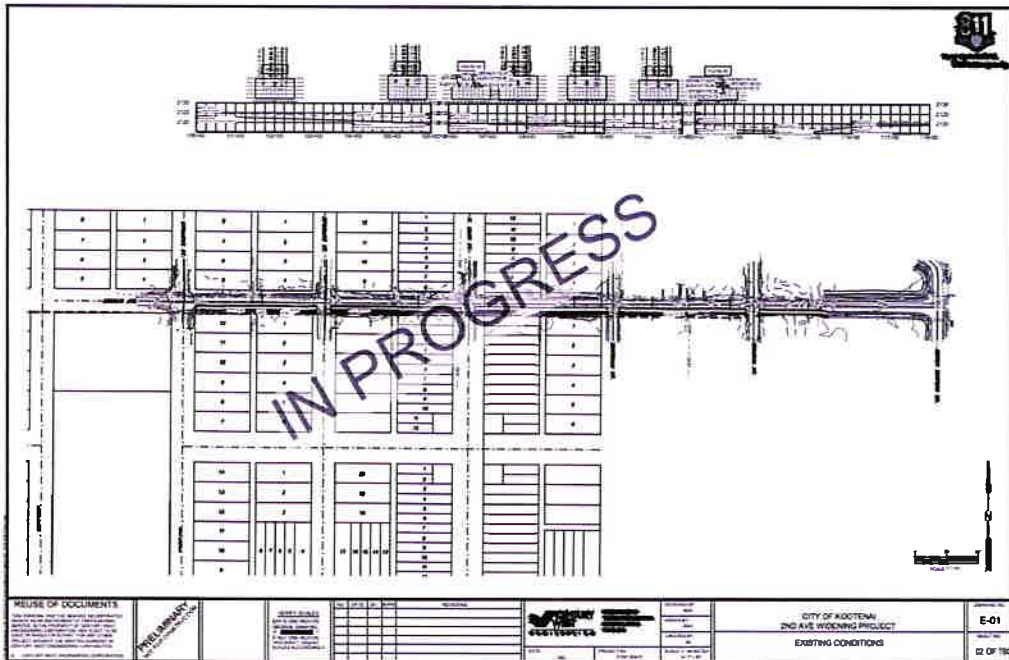
Date: November 30, 2022

Re: Council Meeting Report for November Engineering Activities

Engineering activities performed during the month of November, include:

Children Pedestrian Safety Grant

We have received the topographic and right-of-way data and are in the process of developing the preliminary design layouts for the 2nd Avenue shoulder widening project between the Kootenai Elementary School and the Seven Sisters Development pathway. The project is scheduled to be bid in the spring with construction during the summer months. The \$250,000 grant funds for construction will need to be spent prior to December of 2023. Preliminary Drawings will be shared with Council for review, prior to final design.



Stormwater

Reviews were performed on drainage areas within the City, prior to the annual winter conditions and the future spring runoff. One area was identified for vegetation removal at the entrance to a culvert and the vegetation removal was requested for removal by the Independent Highway District staff.

City Hall Parking

A draft exhibit of potential parking expansion at City Hall was drafted and reviewed with city staff. The Independent Highway District has converted equipment for winter maintenance and any gravel placement work by the Independent Highway District will need to be performed next year. A copy of the draft exhibit is attached for discussion with Council and feedback can be incorporated into the project layout.



Planning Support

I provided support for activities and inquiries for City planning efforts. Applications were reviewed and responses were provided to the City Planning Staff.




Permit Activities

ENU 006-022 – A sewer lateral replacement permit was reviewed and issued at 101 Boise Street. The two asphalt paving plants in Bonner County had shut down before the sewer lateral work was completed. The contractor patched the road surface with a cold-mix paving material as a temporary repair. The temporary surface repair will need to be removed and repaved with a hot-mix asphalt next year. A bond is currently in place to ensure the work will be performed to the satisfaction of the city.



11/3/2022

Road Centerlines

-  Primary
-  Secondary
-  Local; Ramp

Parcels

-  Parcels
-  Lots

1:564



Source: Esri, Maxar, Earthstar Geographics, and the



RUEN-YEAGER & ASSOCIATES, INC.
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner & Tessa Vogel, Assistant Planner
Date: November 30, 2022
Re: **Planning update for December 6, 2022, City Council meeting**

Building permit activity: ADVISORY. The City of Kootenai received one new building permit in November for a coffee stand on the lot to the east of the All Seasons Garden and Floral shop. Eating and drinking establishments are permitted outright in the Commercial/Light Industrial zone. Therefore, a special use permit and public hearing were not required, but a building permit and a zoning/engineering review for parking, access, queuing lines, stormwater, and driveway standards has been completed. The total building permit applications for the year is 15.

Land Use Application Activity: ADVISORY: No new land use permits were submitted in November. The Kootenai Campus (former Coldwater Creek site) short plat and Kootenai Commerce Center site plan remain under review.

Area of City Impact – Requests to Comment – Bonner County ADVISORY/ACTION ITEMS:

Bonner County Conditional Use Permit File #CUP0016-22

Bonner County Planning (conditional use permit) CUP0016-22: A request by the Sandpoint Waldorf School for a new private school and public utility facility within the City of Kootenai Area of City Impact (ACI). Kootenai City Code §8-3D-6 requires any request for development within the ACI be referred to the City Council for review and comment. The City has 40 days to provide comment to Bonner County. The county notice requests a response by **December 19, 2022**. Potential impacts to the City should be evaluated. A map of the proposed Kootenai comprehensive plan map designation for this land within the ACI is copied below. Please advise if the Council wishes to provide comment on this project.

Applicant: Sandpoint Waldorf School, Inc. with representative Whiskey Rock Planning + Consulting (Jeremy Grimm).

Summary: Sandpoint Waldorf School, Inc. is requesting a conditional use permit (CUP) for a new private school and public utility facility on four parcels within the City of Kootenai's area of city impact (ACI) where the school development will begin with early childhood education facilities and eventually incorporating upper grade facilities. The school anticipates approximately 180 to 200 students and 35 staff members. A total of three classroom buildings through two phases is proposed. The four subject parcels total ±30 acres in Section 1, Township 57 North, Range 2 West. The parcels would be accessed off North Kootenai Road, a county road.

Compliance with City Comprehensive Plan:

- The properties are located within the City of Kootenai's ACI, which has the City comprehensive plan map designation of RU-5 Rural/Forest/Farmland.
 - The RU-5 Rural/Forest/Farmland designation states, *The Rural map designation is similar to the Agricultural designation, allowing larger tracts of land and farm and forestland uses, with general community facilities allowed through special use permitting. General lot sizes range from 5 to 10 acres.*



Comments/Concerns:

- The combination of the four parcels will create an approximately 30-acre parcel which is greater than the general lot sizes seen in the RU-5 designated areas.
- There are currently no 'Rural'-zoned areas for the City but it can be expected that if the RU-5 comprehensive plan land use designation were to be built out in the ACI, the zoning designation would be Rural, which allows for public and private schools through a special use permit.
- There are mapped Freshwater Emergent Wetlands present on site (see map below) and near the proposed location of the school.
- There are no slopes of 15% grade or larger present on site.
- There are no bodies of water or floodplains present on site.
- The eventual student population would have an effect on North Kootenai Road, North Main Street in Kootenai, and the pathways systems and other city streets that would likely be needed to transport schoolchildren through the city. The traffic would impact City maintenance and upgrade schedules for the street systems.



Green Areas are Mapped Freshwater Emergent Wetlands



Comprehensive Plan Map ACI

Bonner County Amendments to the Comp Plan, Bonner County has sent invitations to the cities to comment on upcoming public hearings to amend its comprehensive plan. These updates are posted on the county website and include:

- AM12-22, updates to the policies and goals, which has received 55 public letters and 14 agency letters addressing the draft policy changes. Adjustments and deletions of existing language are proposed to the policies of the required comp plan components. The policies do not directly address the City of Kootenai, but could affect development within the ACI and fringes of the City.
- AM015-22, updates to Property Rights and Recreation. The Property Rights component is generally unchanged, with some minor revisions to language. The Recreation component contains an updated list of recreation opportunities.
- AM17-22, updates to Community Design. Planning staff provided an email inquiry into the reasons why a full component, rather than an outline, was provided on line for public review and comment. This email was sent after the November City Council review of the update. Bonner County Planning stated the county does not intend to further elaborate on this section of the Plan. The Kootenai planner email stated the City requests that ACIs be included in the Community Design discussion. The City comment is posted on line.
- AM18-22, updates to Hazardous Areas and Special Areas or Sites. Revisions to the Hazardous component include the latest Bonner County All-Hazards Plan information. The Special Areas or Sites does not appear to contain significant changes from the 1990s document.



City of Sandpoint, Idaho
POLICE DEPARTMENT

1123 Lake Street, Sandpoint, Idaho 83864
(208) 265-1482 Fax: (208) 263-3587

Mayor,

Report for November 2022

There were 35 total calls created for the City of Kootenai for the month of November 2022. Of the 35 calls created, 4 call was created for another agency responding to Kootenai to assist.

These 4 calls do not fit the billing requirements.

We will be submitting billing for 31 calls for service.

Sandpoint's Calls for service – 31

Information	5
911 Hang-up	2
Assist Other Agency	2
Custodial Interference	2
Previous Incident Follow Up	2
Juvenile Problem	2
Malicious Injury to Property	2
Trespassing	2
Accident, Unknown Injury	1
Burglary	1
Citizen Assist	1
Civil Protection Order	1
Civil Standby	1
Found Property	1
Lost Person(s)	1
Disturbing the Peace	1
Runaway Juvenile	1

Motorcycle endorsement	1
Expired license	1
Operate without registration	2
Failure to renew registration	1
Distracted driver	1

Misdemeanor citations -

CPO violation	2
Minor in consumption	1

Felony Charges –

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